

UNITED STATES DISTRICT COURT MIDDLE DISTRICT OF GEORGIA



GUIDE FOR ATTORNEY CASE OPENING

**U.S. District Court
Revised March, 2022**

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This is an outline of steps to be taken when opening a civil case. Detailed information to follow.

I. ATTORNEY CHECKLIST

Steps to Take Prior to Opening a Civil Case:

STEP 1: Read **all** instructions on Opening a New Civil Case. Do not open a new civil case unless you completely understand all of the instructions. If you have any questions, concerns or experience problems during the process, please contact the Clerk's Office for assistance.

Albany - (229) 430-8432

Athens - (706) 227-1094

Columbus - (706) 649-7816

Macon - (478) 752-3497

Valdosta - (229) 242-3616

STEP 2: Prepare the following documents and convert to a text-searchable Adobe Acrobat PDF (ensure there are no embedded links inside the documents). It is recommended that scanner settings be configured at 150dpi in black and white only:

- Initiating Document (complaint, notice of removal, etc.)
- Civil Cover Sheet (JS-44)
- Summons(es), if applicable
- Exhibits, if applicable. Each exhibit must contain a description of the exhibit in the **Description** box. The description must be of sufficient detail as to make the attachment readily identifiable to the court. A generic identifier such as "Exhibit A" or "Exhibit 1" is not acceptable.

STEP 3: If you do not have a valid credit or debit card associated with your PACER account to pay the filing fee, please have your method of payment (VISA, MasterCard, American Express, Discover) to pay the required filing fee. The payment information is not required if you are filing a "Complaint (IFP)" or representing the government.

Opening a New Civil Case:

STEP 1: Enter all necessary information on CM/ECF screens.

- Enter **all** the statistical information.
- Enter **all** the parties in **the exact order** listed on the complaint.
- Party Role defaults to Defendant. Modify the party role type to the

correct role (e.g. Plaintiff, Defendant, Petitioner, or Respondent).
Do not add addresses, telephone numbers or e-mail information.

STEP 2: Docket the lead event.

- Select the appropriate lead event and attach the signed initiating document.
- Attach the completed and signed civil cover sheet as a separate attachment. Choose “Civil Cover Sheet” from the drop down menu under **Category**.
- Attach each supporting document to the case initiating document as a separate attachment (i.e., exhibits). Be sure to include a description of the attachment(s) in the **Description** box as outlined above.
- Attach summons(es) as a separate attachment to the case initiating document.

DO NOT ATTACH motion to proceed in forma pauperis. This document must be filed as a separate entry once your case has been opened.

Subsequent Documents:

- File all subsequent filings upon receipt of the judge assignment notification.

NOTE: You **must** complete the **entire** process. **Never** hit the back button once you begin the process. **DO NOT** attempt to open the same case twice.

II. ATTORNEY ELECTRONIC CIVIL CASE OPENING

To file a new civil case using CM/ECF, follow the steps outlined in this section. You may click <https://ecf.gamd.uscourts.gov/> for direct access CM/ECF.

1. Enter your PACER **Username** and **Password**. Do not enter a Client Code. Click Continue. If you access CM/ECF via <https://pacer.uscourts.gov/> you must select Georgia Middle District Court from the drop down menu located under Client Code.

PLEASE NOTE: If your case initiating document is a Motion to Quash, Registration of Foreign Judgment, or Other Initial Pleading (e.g. Motion for Temporary Restraining Order, Motion for Preliminary Injunction, etc.), please abort. See Section IX, page 30 for instructions for filing a Miscellaneous Case.

2. The Middle District of Georgia CM/ECF page is displayed. Select **Civil** on the main menu bar to continue. See Figure 1.2.



Figure 1.2

3. Select **Attorney Case Opening** from the Civil Events Menu. See Figure 1.3.



Figure 1.3

4. The **Open and Assign a Civil Case – Attorney** Screen is displayed. Select the appropriate divisional **Office** from the drop-down list. **DO NOT** change the **Case type**. The Case type is always **cv**. See Figure 1.4.



Figure 1.4

Pursuant to Local Rule 3.4, the **Office** is determined by:

- 1) the county in which the incident occurred; or
- 2) the county of residence of plaintiff; or
- 3) the county of residence of defendant.

The Middle District of Georgia has five divisions with each division assigned a leading number as follows:

Albany (1): Baker, Ben Hill, Calhoun, Crisp, Decatur, Dougherty, Early, Grady, Lee, Miller, Mitchell, Schley, Seminole, Sumter, Terrell, Turner, Webster, and Worth

Athens (3): Clarke, Elbert, Franklin, Greene, Madison, Morgan, Oconee, and Oglethorpe, Walton

Columbus (4): Chattahoochee, Clay, Harris, Marion, Muscogee, Quitman, Randolph, Stewart, Talbot, and Taylor

Macon (5): Baldwin, Bibb, Bleckley, Butts, Crawford, Dooly, Hancock, Houston, Jasper, Jones, Lamar, Macon, Monroe, Peach, Pulaski, Putnam, Twiggs, Upson, Washington, Wilcox, and Wilkinson

Valdosta (7): Berrien, Brooks, Clinch, Colquitt, Cook, Echols, Irwin, Lanier, Lowndes, Thomas, and Tift

NOTE: It is critical that you select the appropriate divisional office, as an error will delay your case.

5. The **Lead case number**, **Association type**, and **JPML** fields are for internal use only. Do not Enter information in these fields. Do **NOT** check the **Related Cases** box. See Figure 1.5.

ECF Civil Criminal Query Reports Utilities Search Logout

Open and Assign Civil Case - ATTORNEY

Office: Macon Case type: cv

Date filed: 12/10/2015

Lead case number: [text box]

Association type: consolidated

Other court name: SUPERIOR COURT OF BIBB COUNTY

Other court number: 15-CV-111

JPML number: [text box]

☐ Related cases

Next Clear

Figure 1.5

6. Only enter information in the **Other court name** and **Other court number** fields if you are filing a **Notice of Removal**. Enter the name of the court in which the case is being removed in the **Other court name**. Enter the case number of the court in which the case is being removed in the **Other court number** field. See Figure 1.5.

Click [**Next**] to continue. See Figure 1.5.

Statistical Screen

The statistical screen appears and displays multiple fields to enter new case information located on the [Civil Cover Sheet](#) (JS_44). Select from the options displayed from the pull down arrows or fill in the necessary fields. See Figure 1.6.

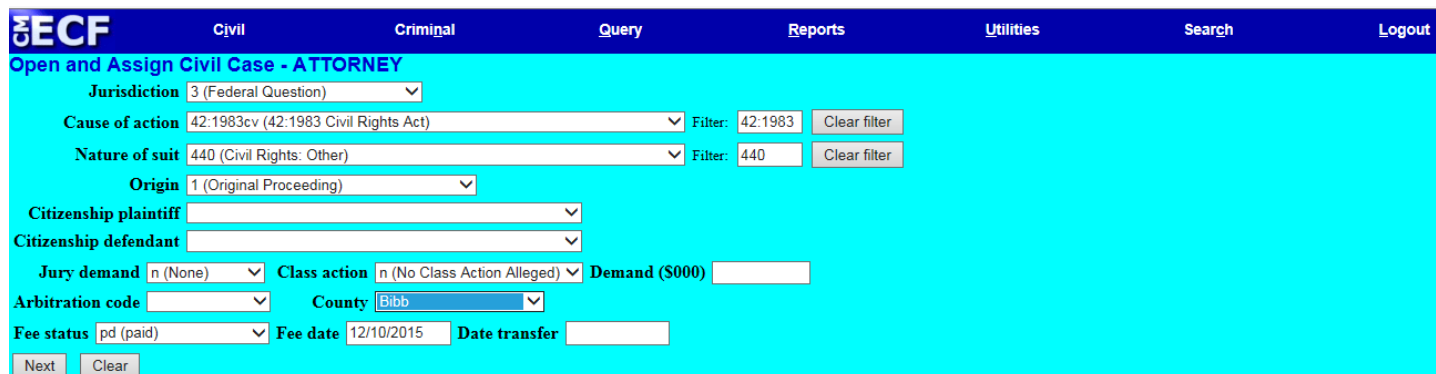
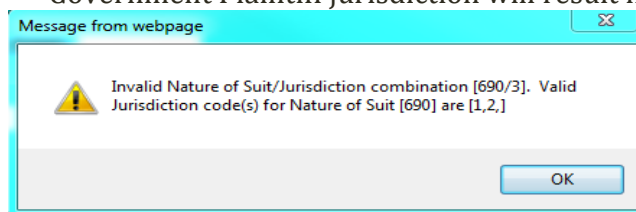


Figure 1.6

Jurisdiction

Select from one of the following five options:

1. **U.S. Government Plaintiff** - Jurisdiction based on 28 U.S.C. §1345 and §1348. Suits by agencies and officers of the United States are included. **U.S. Government Plaintiff** selection must be used when the U.S. Government is filing a **Complaint for Forfeiture** as the case initiating document. Failure to select the U.S. Government Plaintiff jurisdiction will result in the following user message:



If this message is received, the user must return to the **Jurisdiction** section and Select U.S. Government Plaintiff.

2. **U.S. Government Defendant** - The plaintiff is suing the United States, its officers or agencies.
3. **Federal Question** - Suits brought under 28 U.S.C. §1331, where jurisdiction arises under the Constitution of the United States, an amendment to the Constitution, an act of Congress, or a treaty of the United States.
4. **Diversity of Citizenship** - Suits brought under 28 U.S.C. §1332, where parties are citizens or businesses of different states or countries. Citizenship for plaintiff and defendant must be entered in the corresponding fields.
5. **Local Question** - **This option is not currently used. Do not select this option.**

CM/ECF defaults to code **3 (Federal Question)** because it is the most common. See Figure 1.6.

Cause of Action

Select the appropriate **Cause of Action** code from the **Cause of Action** drop-down list. This code should match Block VI – Cause of Action listed in the Civil Cover Sheet. The **Filter** is a shortcut to the cause of action selection. In this example 42:1983cv is typed in the **Filter** table. The correct cause of action is displayed. If this is not correct, click **[Clear filter]** to repeat the process and select the correct cause of action. See Figure 1.7.

Cause of action	42:1983cv (42:1983 Civil Rights Act)	▼	Filter:	42:1983	Clear filter
------------------------	--------------------------------------	---	----------------	---------	---------------------

Figure 1.7

Nature of Suit

Select the appropriate **Nature of Suit** from the drop-down list or use alpha numeric codes in the filter field. In this example 440 is typed in the **Filter** box. The correct Nature of Suit is displayed. If this is not correct, click **[Clear filter]** to repeat the process and select the correct Nature of Suit. See Figure 1.8.

Nature of suit	440 (Civil Rights: Other)	▼	Filter:	440	Clear filter
-----------------------	---------------------------	---	----------------	-----	---------------------

Figure 1.8

Origin

Select the correct **Origin** code. The system defaults to **1 (Original Proceeding)**. Only change the default **Origin** code when filing a Notice of Removal **2 (Removal from State Court)**. All other options are for COURT USE ONLY. See Figure 1.9.

Origin	1 (Original Proceeding)	▼
Citizenship plaintiff	2 (Removal from State Court)	▼
Citizenship defendant	3 (Remand from USCA)	▼
Jury demand	4 (Reinstated/Reopened Case)	▼
Arbitration code	5 (Transfer-in from Other District)	▼
Fee status	6 (Transfer-in per MDL Order)	▼
	7 (Appeal of Magistrate Judge Decision)	▼
	A (Second Reopening)	▼
	B (Third Reopening)	▼
	C (Fourth Reopening)	▼
	D (Fifth Reopening)	▼
	E (Sixth Reopening)	▼

tion Alleged) ▼ Demand (\$000)

ate transfer

Next **Clear**

Figure 1.9

Citizenship plaintiff/Citizenship defendant

If jurisdiction is based on code **4 (Diversity)** of Citizenship, complete the **Citizenship plaintiff** and **Citizenship defendant** fields. Otherwise, skip this step. See Figure 1.10.

Citizenship plaintiff	▼
Citizenship defendant	▼

Figure 1.10

Jury Demand

- **n (None)** if plaintiff does not wish to have a Jury Trial
- **p (Plaintiff)** if plaintiff wishes to have a Jury Trial
- **b (Both)** for Notice of Removal cases in which both parties have requested a jury trial in either court
- **d (Defendant)** for Notice of Removal cases in which only the defendant has requested a jury trial See Figure 1.11

Class Action

Class Action field defaults to **n (No Class Action Alleged)**. If you are requesting class action certification, change the **Class Action** field from **n** to **y**. See Figure 1.11

Demand (\$000)

If applicable, enter the monetary **Demand (\$000)** of the plaintiff. This must be entered in thousands, rounded to the nearest thousand dollars. For example, if the demand is for \$99,900, enter “100”. If the demand is for \$1,000,000, enter 1000. Do not include the dollar sign. See Figure 1.11.

Jury demand	<input type="text" value="n (None)"/>	Class action	<input type="text" value="n (No Class Action Alleged)"/>	Demand (\$000)	<input type="text"/>
--------------------	---------------------------------------	---------------------	--	-----------------------	----------------------

Figure 1.11

Arbitration code

Leave blank. See Figure 1.11.

County

With the exception of a case in which jurisdiction is based on the plaintiff being the United States, in the **County** field, enter the name of the county where the first listed plaintiff resides at the time of filing. In U.S. plaintiff cases, enter the name of the county in which the first listed defendant resides at the time of filing. This county should correspond with the **Office** code on the initial case opening screen (page 6). If the defendant resides out of state, select XX US – Outside State. If the defendant resides outside of the US, select XX - Outside US. See Figure 1.12.

Arbitration code	<input type="text"/>	County	<input type="text" value="Bibb"/>
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Figure 1.12

Fee Status

- **fp (in forma pauperis)**: Change the Fee status field to **fp (in forma pauperis)** if granted in State Court (Notice of Removal)
- **none (no fee required)**: for US Attorney use only
- **pd (paid)**: if being paid electronically through pay.gov with the initial filing cases)
- **pend (IFP pending)**: if submitting a motion to proceed in forma pauperis
- **wv (waived)**: For internal use only.

Fee Date

System generated. **DO NOT MODIFY.**

Date of transfer

System generated. **DO NOT MODIFY.** See Figure 1.13.

Fee status	pd (paid) ▼	Fee date	12/10/2015	Date transfer	
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Figure 1.13

After selecting or entering all of the required information on the Open a Civil Case screen, click [Next] to continue. See Figure 1.14.

ECF Civil Criminal Query Reports Utilities Search Logout

Open and Assign Civil Case - ATTORNEY

Jurisdiction: 3 (Federal Question) ▼

Cause of action: 42:1983cv (42:1983 Civil Rights Act) ▼ Filter: 42:1983 Clear filter

Nature of suit: 440 (Civil Rights: Other) ▼ Filter: 440 Clear filter

Origin: 1 (Original Proceeding) ▼

Citizenship plaintiff: ▼

Citizenship defendant: ▼

Jury demand: n (None) ▼ Class action: n (No Class Action Alleged) ▼ Demand (\$000):

Arbitration code: ▼ County: Bibb ▼

Fee status: pd (paid) ▼ Fee date: 12/10/2015 Date transfer:

Next Clear

Figure 1.14

III. ADDING A PARTY

All parties should be added in the order in which they appear on your case initiating document.

You will see the following user message as a reminder to modify the **Role** type as the system defaults to **Defendant**:



Figure 2.1

If a party has previously been involved in litigation in this district, the name will already exist in the ECF database.

*****REMINDER***** all parties must be added using ALL CAPS. (i.e. LISA SMITH or DELTA AIRLINES). Do not use **ANY** punctuation when adding new parties. For instructions as to how to add parties, please refer to the Middle District of Georgia's Style Guide <http://www.gamd.uscourts.gov/sites/gamd/files/StyleGuideEfiling.pdf>. **NOTE:** If the party in which you're searching is currently in the database in lowercase letters, select the party currently in the system.

To add a new party, type in the party's last name, or if a business, the business name in the **Last/Business Name field**. Complete the **First Name** and **Middle Name** fields, as applicable.

Enter the first few letters of the plaintiff's last name, and click **Search**. See figure 2.2.

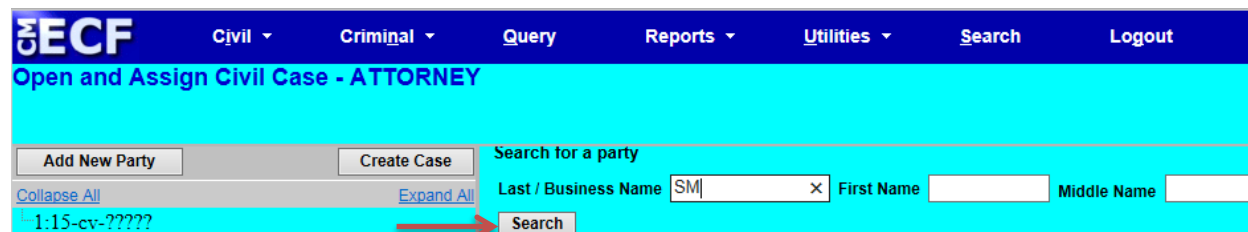


Figure 2.2

If the name of the party is found in the **Search**, highlight the name and click **Select Party** in order to eliminate different versions of the same party name in the database. See Figure 2.3

Figure 2.3

If the party in which you are searching is not in the system, click [**Create New Party**].

When creating a new party, be sure to add the name of the party as it is reflected on the complaint. The standard for capitalization in the Middle District of Georgia is to enter all names in **ALL CAPS**. **DO NOT** add party addresses, telephone numbers or e-mail information. If filing on behalf of a minor, enter only the minor's initials, not the minor's full name. See Fed. R. Civ. P. 5.2(a)(3). Also, do not add identifying information (e.g. "on behalf of" or "in their official capacity") in these fields. This is information is for party text. See Figure 2.4.

You must identify the **Role** of the party. The **Role** type defaults to **Defendant**. It is important to select the appropriate **Role** type from the drop down menu on this screen. See Figure 2.4.






Figure 2.4

In this example (Figure 2.4), the role was changed to **Plaintiff**. Click on the drop down arrow next to the **Role** field and select the appropriate party role (e.g., **Plaintiff (pla:pty)**, **Petitioner (pet:pty)**). Do not add or modify address information.

Do not change the start date. See Figure 2.5

Figure 2.5

After searching for, selecting, and adding a filer, the filer's name appears in the participant tree and is added to the party pick list (See Figure 2.6). You can either:

- delete the party by clicking on the  "delete" icon,
- add an alias by clicking on the  "add alias" icon (do not add corporate parents as corporate parents are added at the time the Corporate Disclosure Statement is filed). **NOTE:** The  icon does not appear by "Attorney" as the attorney cannot be added at this point. The attorney will be added during docketing of the case initiating document. See Section IV for detailed instructions for adding an alias.
- copy attorney(s) from other parties in the case to another party by clicking on the  "copy attorney" icon,
- edit the party information by clicking on the  "edit" icon;
- add a new party by clicking on the **Add New Party** button at the top left of the screen (See Figure 2.4). When a new party is added, he/she is added to the party pick list and to the participant tree in the left pane. Parties that are added to civil cases during docketing will have control icons in the participant tree so you can add aliases, corporate parents, or other affiliates for the party during this process. **NOTE:** There are no icon controls for existing participants in the participant tree during docketing. If a new participant is added during the docketing process, icon controls will be available for the new participant only. The table below describes the functional icons.





Icon	Description
	Delete this party from this case.
	Add new alias, corporate parent, or attorney.
	Copy attorney(s) from other parties in the case to this party.
	Edit the party, alias, corporate parent, or attorney. Only displays beside actual names of participants, so if no participant has been added, this icon is suppressed.

Figure 2.6

NOTE: The participant tree is displayed during case opening, and during docketing if the screen allows you to add, select, or edit a case participant.

Continue adding parties following steps 1 thru 6 until all parties are entered. In this example, the plaintiff “LISA SMITH” and defendant “DELTA AIRLINES” have been added. See Figure 2.7.

ECF Civil Criminal Query Reports Utilities Search Logout

Open and Assign Civil Case - ATTORNEY

Add New Party Create Case

Collapse All Expand All

5:15-cv-????

LISA SMITH pla. ✕ ←

Alias Corporate Parent or other affiliate Attorney

DELTA AIRLINES dft. ✕ ←

Alias Corporate Parent or other affiliate Attorney

Search for a party

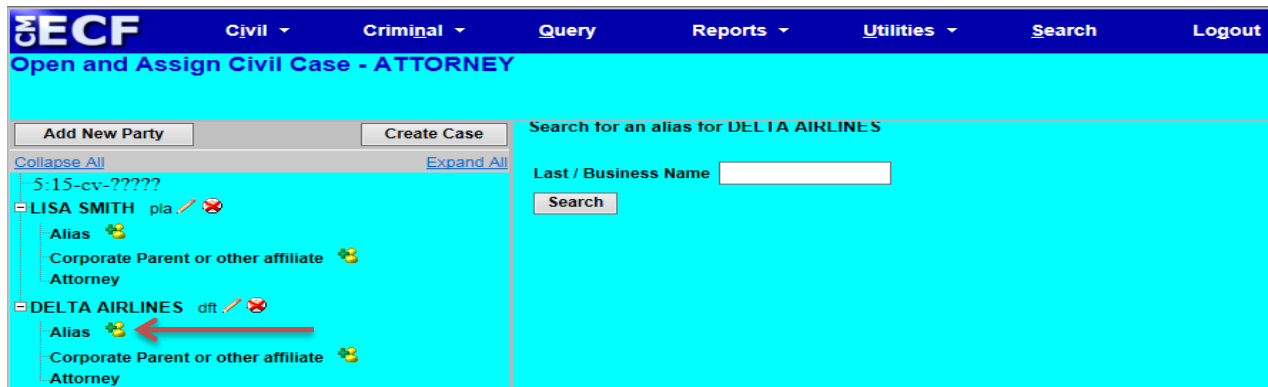
Last / Business Name First Name Middle Name

Search

Figure 2.7

IV. ADDING AN ALIAS

1. Click the **Add Alias**  icon. See Figure 3.1.



The screenshot shows the ECF system interface. The top navigation bar includes links for Civil, Criminal, Query, Reports, Utilities, Search, and Logout. The main header reads "Open and Assign Civil Case - ATTORNEY". Below this, there are buttons for "Add New Party" and "Create Case". The left sidebar shows a list of parties: "5:15-cv-?????" (expanded), "LISA SMITH" (pla), and "DELTA AIRLINES" (dft). Each party has an "Alias" link with a green plus icon. A red arrow points to the "Alias" link for "DELTA AIRLINES". The right panel shows a search for an alias for "DELTA AIRLINES" with a search bar and a "Search" button.

Figure 3.1

2. Search for an alias by entering part or all of the last name or business name using the same search techniques discussed under **Adding a Party** (pg. 11). If a match is found, highlight the name. Click **Select Alias**. In the example below, a search for DELTA CREDIT UNION is being made. DELTA was entered in the Last/Business Name field which yielded the results for all names with DELTA in them. DELTA CREDIT UNION is not found in the search result. Click **Create New Alias**. See Figure 3.2.



The screenshot shows the ECF system interface. The top navigation bar includes links for Civil, Criminal, Query, Reports, Utilities, Search, and Logout. The main header reads "Open and Assign Civil Case - ATTORNEY". Below this, there are buttons for "Add New Party" and "Create Case". The left sidebar shows a list of parties: "5:15-cv-?????" (expanded), "LISA SMITH" (pla), and "DELTA AIRLINES" (dft). Each party has an "Alias" link with a green plus icon. The right panel shows a search for an alias for "DELTA AIRLINES" with a search bar containing "DELTA" and a "Search" button. Below the search bar, the "Search Results" are listed: "DELTA AIRLINES", "DELTA AIRLINES INC", "DELTA CONTAINER CORPORATION", "DELTA GOLF INC", "DELTA HEALTH GROUP INC", and "DELTA ROMEO INC". Below the search results, there are two buttons: "Select Alias" and "Create New Alias". A red arrow points to the "Select Alias" button.

Figure 3.2

4. Identify the **Type** by clicking on the drop down arrow next to the field. The Type defaults to agent. Select from the list below and click [Add Alias]. See Figure 3.3.

agent = agent of, one acts for another
aka = also known as
dba = doing business as
fdba = formerly doing business as
fka = formally known as
nee = born (placed before a married woman's maiden name)
obo = on behalf of other = an alias of a role not otherwise listed
rpi = real property in interest
ta = trading as

ECF
Civil Criminal Query Reports Utilities Search Logout
Open and Assign Civil Case - ATTORNEY

Add New Party Create Case
Collapse All Expand All

5:15-cv-????
LISA SMITH pla
Alias
Corporate Parent or other affiliate
Attorney
DELTA AIRLINES dft
Alias
Corporate Parent or other affiliate
Attorney

Alias Information
Last/Business name DELTA CREDIT UNION First name
Middle name
Type agent
Add Alias
aka
anf
asso
bat
dba
fdba
fka
nee
obo
rpi
ta
Generation
Start date 12/10/2015

Figure 3.3

The Alias Information for DELTA CREDIT UNION now appears in the participant tree. See Figure 3.4.

ECF
Civil Criminal Query Reports Utilities Search Logout
Open and Assign Civil Case - ATTORNEY

Add New Party Create Case
Collapse All Expand All

5:15-cv-????
LISA SMITH pla
Alias
Corporate Parent or other affiliate
Attorney
DELTA AIRLINES dft
Alias
DELTA CREDIT UNION
Corporate Parent or other affiliate
Attorney

Search for an alias for DELTA AIRLINES
Last / Business Name
Search

Figure 3.4

Corporate Parent or other affiliate: Do not add Corporate Parent or other affiliate. Corporate Parents or Other Affiliates are added at the time of filing the Corporate Disclosure Statement.

STOP! If you discover there is an error in the information you have entered, **DO NOT** CLICK CREATE CASE. Click the **BACK** button at the top of the screen to go back to correct any errors. If you click create case, then realize you've made an error, immediately contact the appropriate Clerk's Office before initiating another case opening.

Once all parties have been added, click Create Case. See Figure 3.5.

The screenshot displays the ECF (Electronic Case Filing) system interface for an attorney. The top navigation bar includes links for Civil, Criminal, Query, Reports, Utilities, Search, and Logout. The main heading is "Open and Assign Civil Case - ATTORNEY".

On the left side, there are two buttons: "Add New Party" and "Create Case". A red arrow points to the "Create Case" button. Below these buttons are links for "Collapse All" and "Expand All".

The party list on the left includes:

- Case number: 5:15-cv-?????
- LISA SMITH (pla.) with a checkmark and a delete icon. Below her name are links for "Alias", "Corporate Parent or other affiliate", and "Attorney".
- DELTA AIRLINES (dft.) with a checkmark and a delete icon. Below her name are links for "Alias", "Corporate Parent or other affiliate", and "Attorney".
- Under the "Alias" link for DELTA AIRLINES, there is a link for DELTA AIR LINES INC. with a checkmark and a delete icon.

On the right side, there is a search area titled "Search for an alias for DELTA AIRLINES". It includes a text input field labeled "Last / Business Name" and a "Search" button.

Figure 3.5

V. CASE NUMBER ASSIGNMENT AND DOCKETING LEAD EVENT

A **case number** was automatically assigned. **Write down or otherwise note the case number before continuing.** The **case number** displayed will show only the year and civil case number (e.g. "15-11"). See Figure 4.1. The case number will **not** display the division in which the case was filed ("1" for Albany; "3" for Athens; "4" for Columbus; "5" for Macon; or "7" for Valdosta).



ECF Civil Criminal Query Reports Utilities Search Logout

Open and Assign Civil Case - ATTORNEY

Case Number 16-121 has been opened.

[Docket Lead Event?](#)

Write down or otherwise note the case number before

If you realize there is an error in opening this case

DO NOT START OVER BY PERFORMING ATTORNEY CASE OPENING AGAIN.

DO NOT HIT THE BACK BUTTON.

IF AN ERROR OCCURS WHILE OPENING A CASE AFTER HOURS, CONTINUE WITH OPENING THE CASE AND DOCKETING LEAD EVENT AND, PLEASE CONTACT THE APPROPRIATE DIVISIONAL OFFICE THE NEXT BUSINESS DAY.

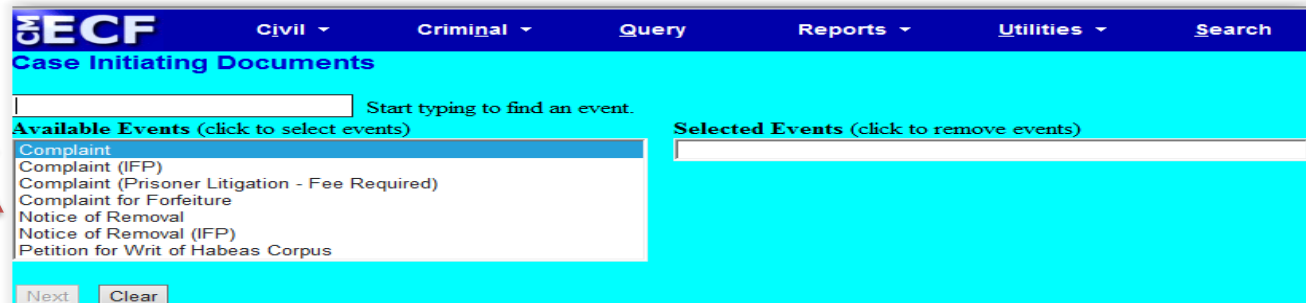
For assistance contact the appropriate divisional office.

Figure 4.1

Even though your case number has been assigned, you are not finished. **You must [DOCKET LEAD EVENT] event now to complete the E-Filing of a New Case, otherwise the case you just opened will be closed.** The final step in opening a new civil case is to **Docket Lead Event**. Please pay special attention to the user message regarding errors in case opening. **It is very important that you do not initiate another new case once you realize there is an error in case opening.**

Docketing Lead Event

1. Click on the **Docket Lead Event?** hyperlink to file your complaint or other initiating document. This hyperlink takes the user to the **Case Initiating Documents** screen. See Figure 4.2.
2. Select the applicable initiating document type (e.g., Complaint, Notice of Removal, et al.). Click **[Next]** to continue. For this example, **Complaint** is selected. See Figure 4.2.



ECF Civil Criminal Query Reports Utilities Search

Case Initiating Documents

Start typing to find an event.

Available Events (click to select events)

- Complaint
- Complaint (IFP)
- Complaint (Prisoner Litigation - Fee Required)
- Complaint for Forfeiture
- Notice of Removal
- Notice of Removal (IFP)
- Petition for Writ of Habeas Corpus

Selected Events (click to remove events)

Next Clear

Figure 4.2

3. The system automatically displays the case number just assigned. **Notate** the case number before. Click [**Next**] to continue. See Figure 4.3.



ECF Civil Criminal Query Reports Utilities Search

Case Initiating Documents

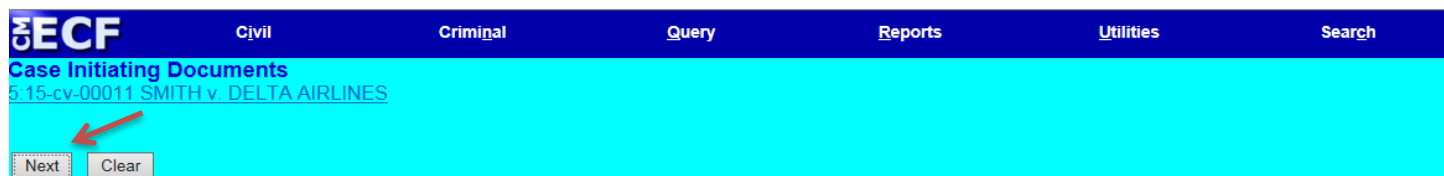
Civil Case Number

5:15-cv-11

Next Clear

Figure 4.3

4. The screen in Figure 4.4 may appear when the CM/ECF database is formulating data in the background. Click [**Next**] to continue.



ECF Civil Criminal Query Reports Utilities Search

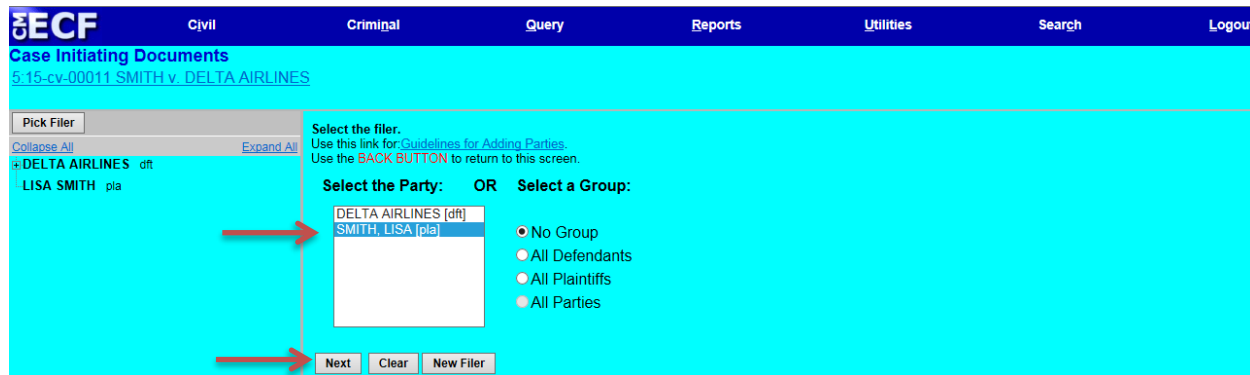
Case Initiating Documents

5:15-cv-00011 SMITH v. DELTA AIRLINES

Next Clear

Figure 4.4

5. Select the party or parties filing the complaint. You may select multiple parties by holding down the "Ctrl" key on the keyboard and using the mouse to highlight more than one name. Click **Clear** to deselect the party or parties. Click [**Next**] to continue. See Figure 4.5.



ECF Civil Criminal Query Reports Utilities Search Logout

Case Initiating Documents

5:15-cv-00011 SMITH v. DELTA AIRLINES

Pick Filer

Collapse All Expand All

DELTA AIRLINES dft

LISA SMITH pla

Select the filer.
Use this link for [Guidelines for Adding Parties](#).
Use the **BACK BUTTON** to return to this screen.

Select the Party: OR Select a Group:

DELTA AIRLINES [dft]

SMITH, LISA [pla]

☒ No Group

☐ All Defendants

☐ All Plaintiffs

☐ All Parties

Next Clear New Filer

Figure 4.5

6. The next screen will require the filing attorney to associate themselves with the filing party. This ensures that notice of electronic filing will be served on the filing attorney for all parties indicated. **Leave the check in the box.** By doing this the filer is indicating that this party is being represented by the attorney currently logged into CM/ECF and filing this document. See Figure 4.6.

ECF Civil Criminal Query Reports Utilities Search

Case Initiating Documents
5:15-cv-00011 SMITH v. DELTA AIRLINES

The following attorney/party associations do not exist for the above case(s).

Please check the box on the left of the screen for associations which should be created.

If the association should *not* be created, be sure the box is *unchecked*<

☒ LISA SMITH (pty:pla) represented by atty1 (aty) ☐ Lead

Next Clear

Figure 4.6

7. Select the party(ies) this filing is against. You may select multiple parties by holding the “Ctrl” key down and clicking to highlight more than one name. If there are multiple defendants, the filer may simply click radio button for **All Defendants** from the **Select a Group** list on the right side of the party listing. This saves scrolling through a large list of names to identify multiple parties and guarantees all defendants are selected. When all defendants have been selected, click [Next] to continue. See Figure 4.7.

ECF Civil Criminal Query Reports Utilities Search Logout

Case Initiating Documents
5:15-cv-00011 SMITH v. DELTA AIRLINES

Pick Party

Collapse All Expand All

+ LISA SMITH pla
+ DELTA AIRLINES def

Please select the party that this filing is against.

Select the Party: OR Select a Group:

SMITH, LISA [pla]
DELTA AIRLINES [def]

☒ No Group
☐ All Defendants
☐ All Plaintiffs
☐ All Parties

Next Clear New Party

Figure 4.7

8. Attach the Main Document (case initiating document). Click **Browse** to locate the PDF that is the complaint to be filed. Per the Court's Administrative Procedures "Participants must not print and scan electronic documents for submission into CM/ECF. Documents must not be scanned prior to e-filing unless the original documents are unavailable in electronic format or require original signature.

Attachments not available in electronic format shall be scanned by the filer into PDF format for electronic submission. Non-electronic documents must be scanned using the lowest possible scanner resolution in order to minimize file size. It is recommended that scanner settings be configured at 150dpi in black and white only. The participant is responsible for the legibility of the uploaded image. See Figure 4.8

ECF Civil Criminal Query Reports Utilities Search Logout

Case Initiating Documents

5:15-cv-00011 SMITH v. DELTA AIRLINES

On the next screen, when attaching your complaint to this e-filing entry, the Civil Cover Sheet and any summons to be issued must be added as attachments to this entry - do not make separate entries. A description must be entered for each attachment. For exhibits, a generic identifier such as Exhibit A or Exhibit 1 is not acceptable. Select the pdf document and any attachments.

Main Document

U:\ONLINE CASE SUBMISSION\TEST1 Browse...

Attachments	Category	Description
1. Browse...		

Next Clear

Figure 4.8

A pop-up box will appear. Navigate to the appropriate folder containing the PDF document(s) you wish to file. Right-click on the document and select the option to open the document in Adobe Acrobat. This allows you to preview the document to ensure you have selected the correct file. **Once submitted, a document cannot be edited.** See Figure 4.9.

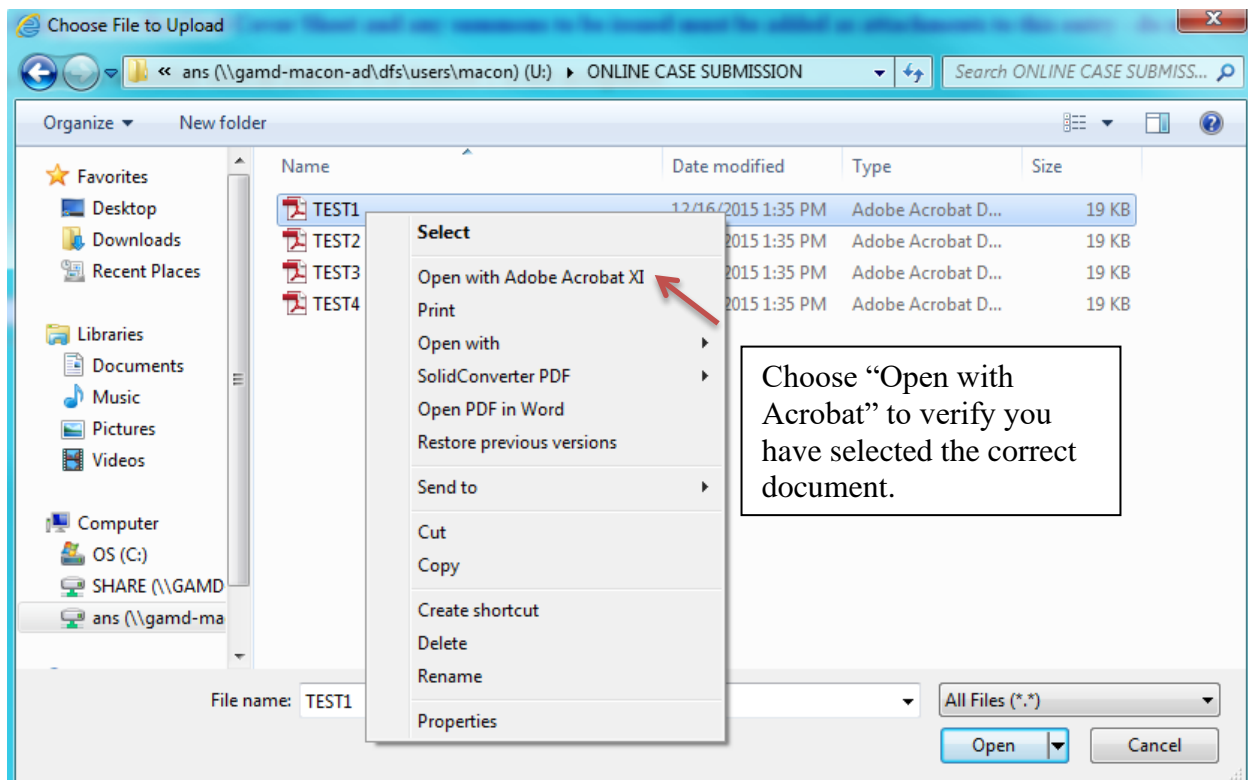


Figure 4.9

After verifying you have selected the correct PDF document, click [Open] to accept the PDF for filing. See Figure 4.10.

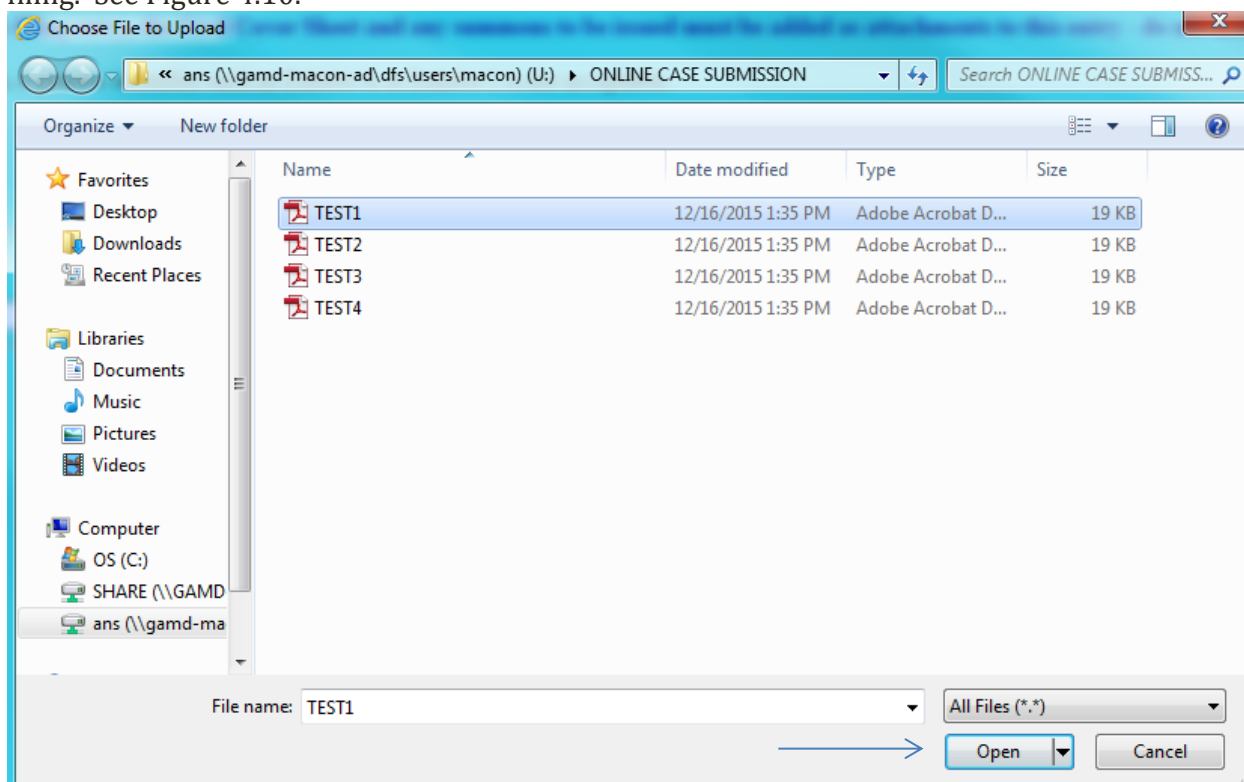


Figure 4.10

9. The path to the **File name** (see Figure 4.10) will appear in the **Main Document** text field box. See Figure 4.11. Since you are required to attach additional PDF documents to the initiating document (e.g., civil cover sheet and summonses). In Removal cases a copy of all process, pleadings, and orders served upon such defendant or defendants should be attached. Click **Browse** under the **Attachments** section of the screen to add the first attachment.
NOTE: When opening a case using Complaint (IFP), **DO NOT** attach the **Motion to Proceed In Forma Pauperis**. This motion must be filed as a separate event. If the complaint is a new Social Security Appeal, **DO NOT** attach the **Motion to Proceed In Forma Pauperis** OR the **Consent Form**. These documents must be filed as two separate individual docket entries. File size limit per attachment is 15MB. See Figure 4.11.

Figure 4.11

- **NOTE: *Except in Social Security Appeals*** arising under 42 U.S.C. § 405(g) or 42 U.S.C. § 1383(c)(3) in which service is made electronically via CM/ECF pursuant to Local Rule 9.2, the user must attach the **Civil Cover Sheet (JS-44)**, completed **Summons(es)** and any exhibits. Summons(es) should be prepared for each defendant, ready for issuance by the Clerk's Office, and included as the last attachments to the complaint. When the court performs the quality assurance review, summonses will be sent to the filer electronically via the Notice of Electronic Filing (NEF) by docketing by the Clerk's Office. Summonses and civil cover sheets are available in Adobe PDF format at the Middle District of Georgia's website <http://www.gamd.uscourts.gov/forms> under Forms & Guides.

10. Navigate to the appropriate folder and select the next PDF document to be attached. View the document before attaching it. After attaching it, enter a **Category** and/or a **Description** for the attachment using the **Category** and **Description** fields. In the example below, the first attachment is the **Civil Cover Sheet**. **Civil Cover Sheet** should be selected from the drop down menu. When attaching exhibits, a description for each exhibit must be included in the [Description] box. In this example, the user is filing a **Notice of Removal**. When filing a **Notice of Removal**, attach document(s) filed in the court in which the case is being removed (i.e. Complaint, service documents, and Answer). Select **Removal Documents** from the drop down menu. Enter a description of the removal documents in the **Description** field. Additional rows will be added as needed to attach the next PDF document. Click [Browse] to repeat the process until all attachments have been added. When all documents are attached, click [Next] to continue. See Figure 4.12.

On the next screen, when attaching your complaint to this e-filing entry, the Civil Cover Sheet and any summons to be issued must be added as attachments to this entry - do not make separate e-filing entries for these documents.

A description must be entered for each attachment. For exhibits, a generic identifier such as Exhibit A or Exhibit 1 is not acceptable.
Select the pdf document and any attachments.

Main Document
U:\ONLINE CASE SUBMISSION\TEST1\ Browse...

Attachments	Category	Description
1. U:\ONLINE CASE SUBMISSION\TEST2\ Browse...	Affidavit	
2. U:\ONLINE CASE SUBMISSION\TEST3\ Browse...	Appeal Information Package	
3. Browse...	Certificate of Service	
	Civil Cover Sheet	
	Cover Letter	
	Envelope	
	Exhibit	
	Memorandum in Support	
	Notice Concerning Disclosure of PSI	
	Prisoner Trust Fund Account Statement	
	Removal Documents	
	Required Form	
	Response to Statement of Material Facts	
	Statement of Material Facts	
	Summons	
	Text of Proposed Order	
	Waiver of Hearing	

Next Clear

Figure 4.12

DO NOT CLICK THE BACK BUTTON once you have attached your documents and clicked [Next]. Doing so will take you back to the document attachment screen and you will have to enter all of your attachments again.

The screen reminding the user that Corporate Disclosure Statements must be filed as a separate entry appears. See Figure 4.13

Parties are directed to Fed. R. Civ. P. 7.1 and Local Rule 87. DO NOT attach the required corporate disclosure statements to this entry. Corporate Disclosure Statements must be filed as a separate entry.

Next Clear

Figure 4.13

The below screen appears as the system is compiling case opening information. Click **[Next]** to continue. See Figure 4.14.



The screenshot shows a web interface for the Electronic Case Filing (ECF) system. At the top is a dark blue navigation bar with the ECF logo on the left and several menu items: Civil, Criminal, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the page title is "Case Initiating Documents". Underneath that, the case number and name are displayed: "5:15-cv-00011 SMITH v. DELTA AIRLINES". The word "Complaint" is shown in a smaller font. At the bottom of the form area, there are two buttons: "Next" and "Clear".

Figure 4.14

Proceed to pay the filing fee.

VI. PAYING THE FILING FEE

DO NOT CLICK YOUR BROWSER'S BACK BUTTON. Once you click the **Submit Payment** button to continue you must **NOT** click your browser's **BACK** button. Doing so will cause your credit card to be billed twice.

When paying the filing fee in the training database, your credit card is not debited.

The fee will display in accordance with the lead event selected. Click **[Next]** to proceed to Pay.Gov. See Figure 5.1.



The screenshot shows the ECF Case Initiating Documents interface. At the top, there is a navigation bar with links for Civil, Criminal, Query, Reports, Utilities, Search, and Logout. Below this, the case details are displayed: "Case Initiating Documents", "5:15-cv-00011 SMITH v. DELTA AIRLINES", and "Fee: \$400". At the bottom of the case details section, there are two buttons: "Next" and "Clear".

Figure 5.1

After clicking the **[Next]** button for the \$402 filing fee, you will see the screen which states, **"Now Loading the payment processing screen. This process might take a few seconds."** **DO NOT** click the "back button", as this may lead to incomplete data being transmitted. Click **Next** to continue.

You are routed to the PACER login screen. Enter your PACER **Password**. Click **Login**. See Figure 5.2.



The screenshot shows the PACER login screen. On the left, there is a sidebar with "PACER Links" including Court Links, Search PACER Case Locator, Announcements, Frequently Asked Questions, Resources, and Manage My Account. The main content area is titled "MANAGE MY ACCOUNT" and contains a login form. The form has a "Login" header and a section for "Required Information". It includes fields for "Username" (containing "dcastillo") and "Password" (masked with dots). Below the password field, there are buttons for "Login", "Clear", and "Cancel". A red arrow points from the "Password" label to the password field, and another red arrow points from the "Login" button. Below the buttons, there is a link: "Not dcastillo? Click here to login as a different user". At the bottom, there are links for "Need an Account?", "Forgot Your Password?", and "Forgot Username?". A notice at the bottom states: "NOTICE: This is a restricted government website for official PACER use only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged."

Figure 5.2

Select a payment method in which you have stored in your PACER account. If you do not wish to use any of the payment methods stored in your PACER account, select **Enter a credit card**. Click **Next**. See Figure 5.3.

PACER Links

- Court Links
- Search PACER Case Locator
- Announcements
- Frequently Asked Questions
- Resources
- Manage My Account

MANAGE MY ACCOUNT

Welcome, Dolma Castillo [Logout](#)

Account Number	7036323
Username	dcastillo
Account Balance	\$0.00
Case Search Status	Active
Account Type	Upgraded PACER Account

Pay Filing Fee for Georgia Middle District Court (test) - NextGen

*** Required Information**

Payment Amount

Amount Due * **\$400.00**

Select a Payment Method

- ☒ Dolma Castillo
XXXXXXXXXXXX4747
01/2038
- ☐ Dolma Castillo
XXXXXXXXXXXX1111
01/2038
- ☐ Enter a credit card

Note: We protect the security of your information during transmission using Secure Sockets Layer (SSL) software, which encrypts information you submit.

[Next](#) [Cancel](#)

Figure 5.3

If you select one of the payment methods you have stored in your PACER account, the following screen appears:

The screenshot displays the PACER payment interface. On the left is a navigation menu with links: Search PACER Case Locator, Announcements, Frequently Asked Questions, Resources, and Manage My Account. The top right section shows account information: Account Number 7036323, Username dcastillo, Account Balance \$0.00, Case Search Status Active, and Account Type Upgraded PACER Account. The main content area is titled 'Pay Filing Fee for Georgia Middle District Court (test) - NextGen'. It contains a 'Payment Summary' section with two columns: 'PAYMENT METHOD' and 'PAYMENT DETAILS'. The 'PAYMENT METHOD' column shows a VISA card with masked number XXXXXXXXXXXX4747, expiration 01/2038, and cardholder Dolma Castillo at 310 Reed Street, San Antonio, TX 78201, USA. The 'PAYMENT DETAILS' column shows Payment Amount \$400.00 and Fee Type Filing Fee. Below this is an 'Email Receipt' section with input fields for Email (gamdpacer+dcastillo@gmail.com), Confirm Email (gamdpacer+dcastillo@gmail.com), and an empty field for Additional Email Addresses. The 'Authorization' section at the bottom has a checkbox and the text 'I authorize a charge to my credit card for the amount above in accordance with my card issuer agreement. *'. A red arrow points to this checkbox. At the bottom right are buttons for Submit, Back, and Cancel. A red arrow points to the Submit button. A note at the bottom states: 'Note: We protect the security of your information during transmission using Secure Sockets Layer (SSL) software, which encrypts information you submit.'

Account Number 7036323	
Username dcastillo	
Account Balance \$0.00	
Case Search Status Active	
Account Type Upgraded PACER Account	

Payment Summary

PAYMENT METHOD

XXXXXXXXXXXX4747
01/2038

Dolma Castillo
310 Reed Street
San Antonio, TX
78201
USA

PAYMENT DETAILS
Payment Amount \$400.00
Fee Type Filing Fee

Email Receipt
Email
Confirm Email
Additional Email Addresses

Authorization
☐ I authorize a charge to my credit card for the amount above in accordance with my card issuer agreement. *

Note: We protect the security of your information during transmission using Secure Sockets Layer (SSL) software, which encrypts information you submit.

Figure 5.4

Verify the email address and add any additional additional email addresses. You must select the box located under **Authorization** which states “I authorize a charge to my credit card for the amount above in accordance with my card issuer agreement.” Click **Submit**. See Figure 5.4.


If you choose to enter **Enter a Credit Card**, the following screen appears:


*** Required Information**

Payment Amount





Amount Due * \$400.00

Select a Payment Method

☐ 
Dolma Castillo
XXXXXXXXXXXX4747
01/2038

☐ 
Dolma Castillo
XXXXXXXXXXXX1111
01/2038

☒ Enter a credit card

Account Holder Name * Dolma Castillo

Card Type * Select Card Type ▼

Account Number *

Card Expiration Date * 01 ▼ / 2020 ▼

☐ Use billing address

Address *

City *

State * Select State ▼

Zip/Postal Code *

Country * United States of America ▼

Note: We protect the security of your information during transmission using Secure Sockets Layer (SSL) software, which encrypts information you submit.

→ Next Cancel

Figure 5.5

Enter all required credit card information as notated with a red asterisk *. Click **Next**. See Figure 5.5.

NOTE: After payment of the filing fee, you **must** continue with the docket transaction until its completion. Failure to continue will result in the credit card being charged with no record of your entry on the docket.

VII. FINAL DOCKET TEXT SCREEN

The final docket text will be displayed. *****REMINDER***** never hit the back button or abort the filing of the lead document once you have completed the payment screens. If you try to start over again filing the lead document, your credit card will be billed twice. Complete the transaction by clicking the **[Next]** to continue. See Figure 6.1.

The screenshot shows the ECF Case Initiating Documents screen. The top navigation bar includes links for Civil, Criminal, Query, Reports, Utilities, Search, and Logout. The main content area displays the case number 5:15-cv-00011 SMITH v. DELTA AIRLINES. Below this, the docket text is shown: "Docket Text: Final Text" and "Complaint against DELTA AIRLINES Fee paid: Receipt # 113G-200268, \$1 filed by LISA SMITH (Attachments: # (1) Civil Cover Sheet)(atty1,)". A red warning message states: "Attention!! Clicking the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue." Below the warning, the source document path is listed: "Source Document Path (for confirmation only): U:\ONLINE CASE SUBMISSION\TEST1.pdf pages: 1" and "U:\ONLINE CASE SUBMISSION\TEST2.pdf pages: 1". At the bottom, there are two buttons: "Next" and "Clear".

Figure 6.1

VIII. NOTICE OF ELECTRONIC FILING (NEF) AND JUDGE ASSIGNMENT

Review the Notice of Electronic Filing. In addition to serving as notification that the event was accepted by CM/ECF and providing document filing information and relevant hyperlinks, the NEF indicates who will and will not receive a “Notice of Electronic Filing” via email. The NEF also identifies the judge assignment. The presiding judge’s initials appear at the end of the case number, and the judge’s name appears in the Judge Assigned section. In this illustration, case 5:15-CV-11-CAR was randomly assigned to C ASHLEY ROYAL (presiding). See figure 7.1



ECF Civil Criminal Query Reports Utilities Search Logout

Case Initiating Documents
5:15-cv-00011 SMITH v. DELTA AIRLINES

U.S. District Court (TRAINING AREA)
Middle District of Georgia

Notice of Electronic Filing

The following transaction was entered by atty1, on 12/17/2015 at 3:17 PM EST and filed on 12/17/2015

Case Name: SMITH v. DELTA AIRLINES
Case Number: [5:15-cv-00011-CAR](#)
Filer: LISA SMITH
Document Number:]
Judge(s) Assigned: C. Ashley Royal (presiding) 

Docket Text:
Complaint against DELTA AIRLINES Fee paid: Receipt # 113G-200268, \$1 filed by LISA SMITH (Attachments: # (1) Civil Cover Sheet)(atty1,)

5:15-cv-00011-CAR Notice has been electronically mailed to:

5:15-cv-00011-CAR On this date, a copy of this document, including any attachments filed with this document, has been mailed by United States Postal Service to any non-CM/ECF participants in this case as indicated below:

atty1

The following document(s) are associated with this transaction:

Document description:Main Document
Original filename:n/a
Electronic document Stamp:
[STAMP dcecfStamp_ID=1071512857 [Date=12/17/2015] [FileNumber=104720-0]
[429e6abd3eff5d4415aa0afe35c7e4ac07d5ac76837dfe0ff12344ba50cb9133946
s8798d91aea156505f976ee8a16be6c89886102a6e9d9eab300629e145e49]]
Document description:Civil Cover Sheet
Original filename:n/a
Electronic document Stamp:
[STAMP dcecfStamp_ID=1071512857 [Date=12/17/2015] [FileNumber=104720-1]
[88693d6abdc7d5a09bba3a9f7595848e5b34c2131064E3c782ad2fae9de825fb3a2
147697341548f06a91a6e2481be4406cdd403b49d378f274fb247ea6d5eba]]

Figure 7.1

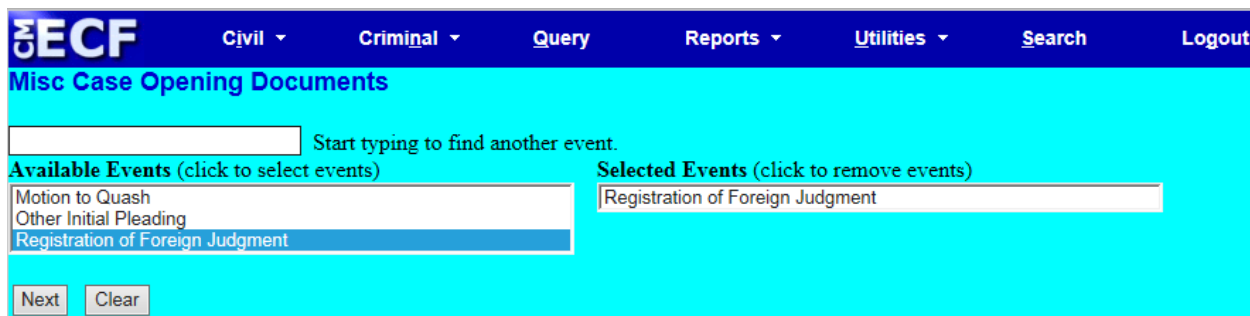
IX. MISCELLANEOUS CASE OPENING DOCUMENTS

Miscellaneous case filings include **Motion to Quash; Other Initial Pleading; Registration of Foreign Judgment**. These filings will be entered into a temporary case dependent upon the divisional office in which you select ("1" for Albany; "3" for Athens; "4" for Columbus; "5" for Macon; or "7" for Valdosta). Once the Clerk's Office receives electronic notification of the miscellaneous filing, the case will be opened by the Clerk's Office at which time you will receive electronic notification of the permanent case number and the judge assigned. See Figure 8.1



Figure 8.1

Select the appropriate event from the **Available Event** list. In the example below, Registration of Foreign Judgment is being selected. See Figure 8.2.



See Figure 8.2

User message is displayed instructing user to enter case number **17-5000** then select the proper division on the following screen. Click [Next] to continue. See Figure 8.3.

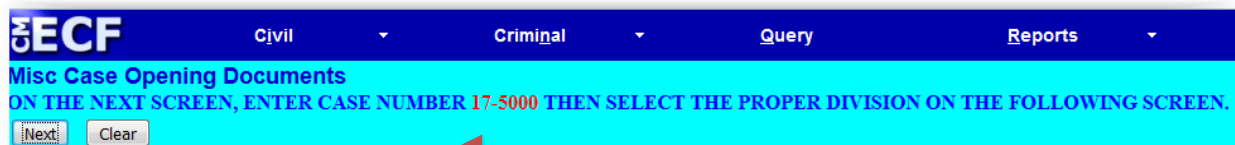


Figure 8.3

Enter **17-5000**. Click [Find this Case]. See Figure 8.4.

ECF

Civil Criminal Query Reports Utilities Search Logout

Misc Case Opening Documents

Civil Case Number

17-5000 Find This Case

Next Clear

Figure 8.4

Select the Appropriate division. In this example, Macon is being selected as the appropriate division. Click [Next] to continue. See Figure 8.5.

ECF

Civil Criminal Query Reports Utilities Search Logout

Misc Case Opening Documents

Civil Case Number

5:17-tc-5000 Hide Case List

Select a case:

- ☐ 1:17-tc-05000 Plaintiff v. Defendant
- ☐ 3:17-tc-05000 Plaintiff v. Defendant
- ☐ 4:17-tc-05000 Plaintiff v. Defendant
- ☒ 5:17-tc-05000 Plaintiff v. Defendant
- ☐ 7:17-tc-05000 Plaintiff v. Defendant

Next Clear

Figure 8.5

Event processing screen appears. Click [Next] to continue. See Figure 8.6.

ECF

Civil Criminal Query Reports Utilities Search Logout

Misc Case Opening Documents

5:17-tc-05000 Plaintiff v. Defendant

Next Clear

Figure 8.6

Select [**Main Document**] and any attachments. See Figure 8.7. Please refer to Figures 4.8 through 4.12 for instructions as to how to add the main document and any additional attachments.

The screenshot shows the ECF system interface. At the top is a blue navigation bar with the ECF logo and tabs for Civil, Criminal, Query, Reports, and Utilities. Below the navigation bar, the page title is "Misc Case Opening Documents" followed by the case number "5:17-tc-05000 Plaintiff v. Defendant". A red warning message states: "DOCUMENTS MUST BE IN TEXT-SEARCHABLE PDF FORMAT. ATTACHMENTS MUST HAVE A DESCRIPTION in the DESCRIPTION box. Use of EXHIBIT 1 alone is not descriptive." Below this, a blue instruction box says "Select the pdf document and any attachments." The "Main Document" section has a "Browse..." button and the text "No file selected." Below this is a table with three columns: "Attachments", "Category", and "Description". The first row is numbered "1." and has a "Browse..." button, "No file selected.", a dropdown menu, and a text input field. At the bottom of the table are "Next" and "Clear" buttons.

See Figure 8.7

Enter the title of case in the form of Plaintiff v. Defendant in **ALL CAPS**. Click [**Next**] to continue. See Figure 8.8.

The screenshot shows the ECF system interface. At the top is a blue navigation bar with the ECF logo and tabs for Civil, Criminal, Query, Reports, and Utilities. Below the navigation bar, the page title is "Misc Case Opening Documents" followed by the case number "5:17-tc-05000 Plaintiff v. Defendant". Below this, there is a text input field with the placeholder text "Enter title of case in the form of Plaintiff v. Defendant" and the text "TEST 1 v. TEXT 2". At the bottom of the input field are "Next" and "Clear" buttons.

Figure 8.8

Proceed to payment screen. Please refer to Section VI for instructions regarding payment of filing fee.

Once filing fee has been paid, the event processing screen appears. Click [**Next**] to continue. See Figure 8.9.

The screenshot shows the ECF system interface. At the top is a blue navigation bar with the ECF logo and tabs for Civil, Criminal, Query, Reports, and Utilities. Below the navigation bar, the page title is "Misc Case Opening Documents" followed by the case number "5:17-tc-05000 Plaintiff v. Defendant". Below this, there is a "Next" button and a "Clear" button.

Figure 8.9

Final docket text screen appears. Click **[Next]** to continue. NOTE: Receipt information does not appear on this screen due to case being created in Training Database. See Figure 8.10.

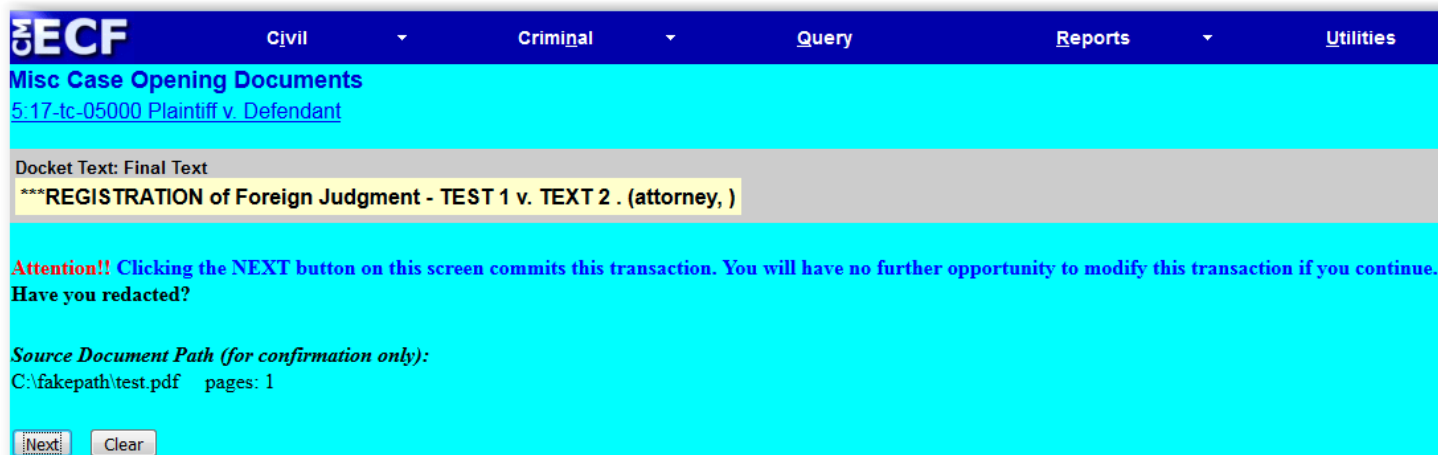


Figure 8.10

The **Notice of Electronic Filing** screen is the final screen. See Figure 8.11.



8.11

Once the Clerk's Office receives electronic notification of the miscellaneous filing, the case will be opened by the Clerk's Office at which time you will receive electronic notification of the permanent case number and the judge assigned.

X. SEALED CASES

Sealed cases may not be opened by attorneys using [**Attorney Case Opening**]. Sealed case initiating documents may either be mailed to or emailed to the appropriate division in which the case is being initiated. The case initiating document and any attachments (i.e. civil cover sheet, summons(es), and exhibit(s)) must be emailed as individual text-searchable Adobe Acrobat PDF documents. Each exhibit must be an individual Adobe Acrobat PDF document and must not be combined as one exhibit. Email addresses for each division are as follows:

Albany – albany.ecf@gamd.uscourts.gov

Athens – athens.ecf@gamd.uscourts.gov

Columbus – columbus.ecf@gamd.uscourts.gov

Macon – macon.ecf@gamd.uscourts.gov

Valdosta – valdosta.ecf@gamd.uscourts.gov